



San Bernardino County

Land Use Services Department, Planning Division

San Bernardino County Government Center
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CERTIFICATE OF LAND USE COMPLIANCE INFORMATION SHEET AND APPLICATION

The Certificate of Land Use Compliance is used to certify the legal use of property, establish termination dates for nonconforming uses, disclose in public records any conditions of operation and any other long term conditions or restrictions that apply to the subject use or property. Upon approval, the Planning staff will make provision for the Certificate to be filed for recordation by the County Recorder.

In some instances, the Current Planning Division may require the filing of a Certificate of Land Use Compliance as a condition of approval of a land use application.

The Certificate will:

1. Identify the real property involved.
2. Certify that a given use is legally authorized by the County and will identify any land use application that was filed to authorize the development.
3. List the conditions for the development and operation of a use on the site including any required time limits for the termination of nonconforming uses structures.

This is an administrative process conducted by Staff of the Land Use Services Department.

CHECKLIST OF SUBMITTAL MATERIALS

Please use this checklist as you assemble the materials for the submittal of your application. County staff will use the checklist to determine whether your application is acceptable for submission. **If your submittal package does not contain all of the information listed below, your application will not be taken in and receipted for processing.** If you have any questions about the items requested or if you wish to obtain information on processing schedules, please call the Application Intake Center at (909) 387-8311.

Section A – Deposit

1. _____ Check or money order made payable to “San Bernardino County” in the in the amount of **\$1,490.00.** (J681) (L632/L697 *this includes a \$25 Job Closure fee, which is not applicable when application submitted electronically through the ePlans system.)

“Actual Cost Initial Deposit” – The basic review fees for this application are charged on an “actual cost” basis. Your application money is deposited into an account and the reviewing staff records the time spent processing your application. Your account is then charged for the staff time at established hourly rates (\$65 to \$250/hr). You are responsible for all charges made to the account. If account funds are depleted an additional deposit will be required. If an additional deposit is required it must be paid to allow staff to continue processing. Any failure to pay the required deposit will result in suspension and possible termination of the review process. For more information on fees, please contact County Planning.

Section B - County Documents

2. _____ **One copy** of the Completed Application – use application attached to this Information Sheet.

Section C – Other Documents

3. _____ **One copy** of a) the recorded Grant Deed or b) the Quit Claim Deed with the previous Grant Deed for each lot or parcel or c) a copy of a current Preliminary Title Report (issued within 60 days of filing).
4. _____ **One copy** of the appropriate assessor's map. This may be obtained from the Assessor's Office.
5. _____ **One copy** of a statement in letter form indicating when the use of the land was established including any supporting documentation.
6. _____ **One copy** of any letters or documents received from the County regarding this project.

Section D – Plot Plan The plot plan is a drawing, to scale, on one sheet of paper (minimum size of 18" x 24") of the entire land parcel showing buildings, improvements, other physical features and all dimensions. Remember that the staff and Planning Commission are not familiar with the property and will need this information to evaluate your project. **If the plans are not legible or do not contain the information listed below, your application will not be accepted for processing. Submit one copy** of the plot plan, folded accordion style (8"x10 ½"). Use the following checklist to be sure that your plans include all of the required elements.

1. _____ **Official Stamp Area and Plan Identification:** A 4 inch by 14 inch area in the upper right hand side of the plot plan shall be left blank and labeled "Official Use Only". The lower right hand corner of the plan shall contain the following information in this order: a) Assessor's Parcel Number(s) (APN:); b) application type and proposed land use/building size "CLUC for _____" c) the names, addresses and telephone numbers of the applicant, representative, recorded Property Owner(s) (if different from applicant), and plan preparer and d) plot plan preparation date and any revision date.
2. _____ **Legal Description:** Complete legal description of the property including number of acres. Include APN.
3. _____ **North Arrow:** Indicate north (pointing to top or right hand side of the plan), date of drawing and the scale. Use an Engineer's Scale (1" to 10', 1" to 20', etc.)
4. _____ **Dimensions:** Show all property lines and dimensions. Also, show boundary lines of project with dimensions if only a portion of the property is being developed.
5. _____ **Roads/Easements:** Indicate location, names, centerline, widths of boundary streets, and recorded road, utility, and drainage easements on the property. If none exist, indicate by a note that no easements exist. If property is not on a road or easement, show access to property.
6. _____ **Drainage:** Indicate any drainage or hilly terrain by flow-line arrows and contour lines. If none exist, indicate by a note that no hilly terrain or drainage problems exist.
7. _____ **Structures (Project Area):** For all existing and proposed structures, including but not limited to power poles, towers, fences, trash enclosures, signs, septic systems, curbs, driveways, and sidewalks:
_____ Locate by distance in relation to other structures and property lines, and indicate existing structures that are to remain or to be removed.
_____ Indicate height, building footprint dimensions including eave overhang projections, square footage of each story and number of stories including basements.
_____ Indicate the type of construction for both proposed and existing buildings and structures.
8. _____ **Vicinity Map:** Indicate project location within a general vicinity map with a north arrow. Indicate nearest cross streets, major access roads and community name.
9. _____ **Signage:** If none proposed state "No signs proposed" Provide a dimensioned side elevation of any proposed identification sign including the proposed "copy" (wording). Include distance from both top and bottom of sign to grade. Refer to Development Code for information on allowable type and size of signs.

10. _____ **Parking:** [Refer to the County Development Code for details.] Show all parking areas with dimensions, number/type of spaces, and surfacing materials. Show the formula per the San Bernardino County Development Code by which you computed the number of spaces required for each use/tenant/unit. Indicate the number of spaces required for each use and indicate the number of spaces proposed as well as the minimum number of spaces required. Use the following chart as an example:

PARKING SPACE ANALYSIS:

<u>Land Use/Requirement</u>	<u>Parking Rate</u>	<u>Bldg. Size/rate</u>	<u>Required</u>	
<u>Provided</u>				
Warehouse	1/1000 sq. ft.	10,000 sq.ft. ÷ 1000 sq.ft.	= 10 minimum	12
Office/retail	1/250 sq. ft.(minimum 4)	600 sq.ft. ÷ 200 sq.ft/min. 4	= 4 minimum	4
Donut shop	1/3seats (minimum 10)	1000 sq. ft. w/20 seats/min 10	= 10 minimum	12
Loading Zone	1/5000 per use	11,600 sq. ft.	= 3 minimum	3
TOTAL		11, 600 sq.ft.	27	31
Van accessible spaces for the disabled			1	2
Disabled person spaces			1	0

11. _____ Indicate the present land use of all surrounding property.
12. _____ For any adult oriented businesses, show the interior configuration of the premises including all dimensions.

CERTIFICATE OF LAND USE COMPLIANCE APPLICATION

Complete all sections of this form. If you believe that an item does not apply to your project, mark it "N/A". Do not leave any blank spaces.

Section 1 – APPLICATION INFORMATION

Owner's Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Applicant's Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ FAX No.: _____ E-Mail: _____

Section 2 – REQUEST

I wish to have a Certificate of Land Use Compliance for the following property:

APN: _____

Parcel Size (Total acres or square feet): _____

Legal Description: _____

General Location: _____

The applicant agrees to defend, indemnify and hold harmless the County, its agents, officers and employees from any claim, action or proceeding attacking or seeking to set aside, void or annul the approval of all or part of the matters applied for, or any other claim, action or proceeding relating to or arising out of such approval. This obligation includes the obligation to reimburse the County, its agents, officers and employees for any court costs or attorney fees which the County, its agents, officers or employees are required by a court to pay as a result of such claim, action or proceeding. The County agrees to notify the applicant of any such claim, action or proceeding promptly after the County becomes aware of it. The County agrees to cooperate in the defense provided by the applicant. The County may, at its own expense, participate in the defense of the claim, action or proceeding, but such participation will not relieve the applicant of applicant's defense and indemnification obligations.

Section 3 – SIGNATURE:

I certify under penalty of perjury that I am the (check one)

☐ Legal Owner (all individuals must sign as their names appear on the deed to the land), **OR**

☐ Owner's legal Agent, and that the foregoing is true and correct. (Please submit an authorization letter from legal owners).

Signature

Date

To be completed by County Staff: Filing Date: _____ Project No.: _____ JCS Project No.: _____

THE FOLLOWING INFORMATION IS TO BE COMPLETED BY COUNTY STAFF:

Area and/or Sphere of Influence: _____

General Plan Map Panel No.: _____

Land Use District Designation: _____

Township _____ Range _____ Section _____ NW ☐ NE ☐ SW ☐ SE ☐ (Check one)

Index Number: _____